

**DPW UNIT MANAGER**

**DEFINITION:**

To plan, coordinate, and manage specialized Public Works programs and projects and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This class is found only in the Department of Public Works (DPW). Under general direction, incumbents are responsible for managing all activities and directing staff assigned to a major section within a division of DPW. A DPW Unit Manager formulates and administers policies and programs, and coordinates operations for functions such as safety and loss mitigation, revenue and budget, mapping, wastewater operations and special districts.

**EXAMPLES OF DUTIES:**

**Revenue and Budget:** Directs the overall budget and fiscal processes of DPW; prepares annual budget and forecasts; monitors departmental revenues and expenditures; performs financial analysis, strategic planning and interprets County budget instructions; prepares the department's fund balance; reviews department overhead rates, standard weighted labor rates and various levels of overhead reimbursement; prepares department financial summaries; interprets state laws and regulations affecting the department's fiscal operations; analyzes, designs and improves department budget control.

**Wastewater:** Plans, directs, and coordinates the activities of staff involved in operating, repairing and maintaining County wastewater facilities; evaluates the work of subordinate supervisors and support staff; reviews wastewater system activities to ensure conformation with safety practices, regulations, and ordinances; estimates costs associated with wastewater facility repair and construction projects and recommends materials, supplies, and equipment for procurement; and provides technical information to the public on wastewater facilities operation, construction and maintenance.

**Mapping:** Plans, directs and coordinates functions assigned to the Mapping section; identifies operational problems and formulates appropriate solutions; provides budget management information to the mapping section; prepares reports and correspondences; acts as a liaison with other public and private agencies and provides public information to inform the general public of mapping services available within the County.

**Safety and Loss Mitigation:** Plans, organizes and directs the activities of a section composed of professional and technical engineering staff which assists in preparing for, and defending claims and litigation arising from accidents on County right-of-way; prepares and/or directs preparation of interrogations and responds to requests for discovery; may testify in court as an expert witness; plans and directs investigations of accidents; serves as the Secretary of the Traffic Advisory Committee and supervises Traffic Advisory Committee staff and the Residential Traffic Program.

**Special Districts:** Works with property owners and representatives of proposed and existing districts (Assessment, Permanent Road Division, County Service Area, Underground Utility District, Lighting District and others) to establish and manage districts to provide improvement, maintenance, and financing of various types of infrastructure; coordinates and conducts meetings with the general public; supervises formations, annexations and dissolutions; recommends and directs implementation of annual budgeted work programs, projections, collection of assessments and all issues requiring compliance with various State laws.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Planning techniques as applied to public works programs and projects.
- Project tracking techniques.
- Operations, functions and organizations of a large public works agency.
- Laws, regulations, statutes and codes pertaining to a public works agency.
- Governmental legislation process.
- County government functions, organization and operations.
- Principles of public administration and management as applied to a large multi-functional agency.
- Principles and techniques of supervision.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, organize, coordinate, control and evaluate public works programs and projects.
- Coordinate project activities with department management, elected officials, and representatives of other agencies and departments.
- Direct the work of consultants for effective, timely results.
- Analyze complex problems and identify logical solutions.
- Resolve disputes and function effectively in complex, sensitive and stressful situations.
- Supervise multi-disciplined staff.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: possession of a Bachelor's degree from an accredited college or university in public administration, geography, business administration, engineering, accounting or a closely related field; AND, five (5) years of progressively responsible experience performing analytical, administrative, professional, engineering or related work in a public works program performing planning and analysis. One (1) year of this experience must have been at the supervisory level.

**Note:** Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

